

**United States Embassy**  
**Tokyo, Japan**



***The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment***

**NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.**

For non-Japanese, non-EFM applicant, please submit a copy of proof of residence status allowing employment without employer sponsorship.

**Position Vacancy: Customs Assistant**

**OPEN TO:** All Interested Candidates  
**POSITION:** Customs Assistant – Yokohama Office (position number A92003)  
Customs Assistant – Tokyo Office (position number A92004)  
Position grade: FSN-7, FP-7 (full performance)  
FSN-6, FP-8 (trainee level)  
**OPENING DATE:** June 29, 2004  
**CLOSING DATE:** July 13, 2004  
**WORK HOURS:** Full Time 40 hours/week  
**SALARY:** Not-Ordinarily Resident: FP-8 US\$26,930 p.a. (trainee salary, see notes)  
(Position Grade: FP-8 is confirmed by Washington)  
\*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (trainee salary, see notes)

**Note:**

- Advertised salary may vary depending on the qualifications of the successful candidate.
- Only candidates selected for an interview will be contacted.
- All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
- Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
- A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Mary Smith at 03-3224-5640.

The U.S. Embassy in Tokyo is seeking an individual for the position of Customs Assistant in the Customs Tokyo office and an individual for the Customs Yokohama office.

**BASIC FUNCTION OF POSITION**

Assists U.S. Department of Homeland Security (DHS) personnel assigned to the Container Security Initiative in working with their counterparts within Japanese Customs, other Japanese government entities and various private sector organizations. The position consists primarily of being a liaison between DHS officials and other parties along with translation of spoken and written Japanese to English and visa versa. It also includes providing assistance and advice to DHS personnel in understanding Japanese customs and business practices along with other office tasks.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** U.S. High school diploma or host country equivalency is required.
2. **Prior Work Experience:** Three to five years experience in administrative, government services or para-professional customer service, either internal or external, to provide information or resolve problems is required.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Writing/Reading English is required. Level IV (Fluent) Speaking/Writing/Reading Japanese is required.
4. **Knowledge:** Understands the structure of Department of Homeland Security and mission of Customs and Border Protection and the container Security Initiative is required. Understands Japan Customs' structure and its relationship with trade community is required. Holds working knowledge of trade flow and organizations involved in trade is required.
5. **Skills and Abilities:** Must be able to type 40wpm, have basic computer skills, working knowledge of basic office equipment (including but not limited to: fax and copy machines), must be proficient in a working environment that may involve U.S. and Japanese subject matter differences; expected to facilitate bilingual discussions and engage in negotiations; ability to remain neutral in discussions and give complete and accurate translations is required.

## **SELECTION PROCESS**

When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Applications are available in the HR office. Contact Mary Smith at 5640 or access the Embassy's website <http://japan.usembassy.gov/e/info/tinfo-jobs.html>

## **SUBMIT APPLICATION TO**

Human Resources Office  
Attention: Mary Smith  
Address: 1-10-5, Akasaka, Minato-ku,  
Tokyo 107-8420

## **POINT OF CONTACT**

Mary Smith  
Telephone: 03-3224-5640  
FAX: 03-3224-5818

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:  
--US citizen;

--Spouse or dependent who is at least age 18;  
--Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;  
--Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and  
--Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: July 13, 2004**  
**An Equal Opportunity Employer**